

INDIANA FALCONRY LICENSE EXAMINATION AND PROCEDURES FLOWCHART

Step 1. Schedule Examination

The exam will be administered by the Indiana DNR district wildlife biologist. Applicants should request a date by notifying the district biologist at least two weeks in advance. (See enclosed district map).

Step 2. Examination

District biologists will request the exam and answer sheets from the central office and will furnish all necessary materials for taking the exam. The exam will be given during scheduled office hours at the district office or an assigned location. The biologist will only answer questions pertaining to taking the exam.

The district biologist will send the exam to central office in Indianapolis where it will be graded. Notice of the examination grade will be returned to the applicant and filed in central office.

Step 3. Application

If the applicant passes the exam, he/she will receive an application for a state and federal license. **(The state application must be completed and returned with a \$60 check made payable to the Indiana Department of Natural Resources. A separate check in the amount of \$100, made payable to the U.S. Fish & Wildlife Service, should be attached to the federal application.)** Both the state and federal application forms and the fees should be returned to the Division of Fish and Wildlife, 402 W. Washington St., W273, Indianapolis, IN 46204. The notification and acquisition form should be included with the application forms and appropriate fees if the applicant wishes to receive a band to trap a raptor upon receipt of the license (see step 6).

If the applicant fails the exam, notification will be sent and the exam may be retaken after a four-week waiting period.

Step 4. Facilities Inspection

Upon receipt of the state and federal application forms, the Indiana DNR Division of Fish and Wildlife's central office will contact the appropriate law enforcement district headquarters. The local conservation officer will contact the applicant to set up a time for an inspection of the facilities and equipment. The conservation officer will send the inspection form to the Division of Fish and Wildlife in Indianapolis.

Step 5. Issuance of the Federal & State License	Federal and state licenses are issued in four to six weeks. The proper number of bands will be issued if requested on the notification and acquisition form.
Step 6. Falconry Notification and Acquisition Form	<p>This form must be completed and returned to the Indiana DNR, Division of Fish and Wildlife, if you need a band. Instructions for completing the acquisition and notification form are on the back of the form.</p> <p>Falconers must submit a Migratory Bird Acquisition / Disposition Report (Form 3-186A) to the USFWS and Indiana DNR Division of Fish and Wildlife within 5 days of acquiring a raptor and within 5 days of a raptor being transferred, escaping, dying, or being released.</p>
Step 7. Annual Report	<p>Falconry regulations require all falconers to file an annual report by July 31 of each year to the Indiana DNR, Division of Fish and Wildlife. The report must list:</p> <ol style="list-style-type: none"> 1) All raptors in the falconer's possession as of June 30. 2) All raptors acquired or possessed during the previous year but no longer in the possession of the falconer. 3) All unused bands in the falconer's possession. <p>The report form is provided by the Indiana Department of Natural Resources and must be returned to the Division of Fish and Wildlife, 402 W. Washington St., W273, Indianapolis, IN 46204.</p>
Step 8. Application for Renewal	All licenses must be renewed every three years. Licenses expire on the last day of February of the third year following the year in which the license is issued. Applications will be mailed out approximately 60 days prior to the expiration date of the current license. The completed application forms, with the required fees, must be returned to the Division of Fish and Wildlife no less than 30 days prior to the current expiration date.

Contact Information:

Linnea Petercheff
Operations Staff Specialist
Indiana DNR Division of Fish and Wildlife
402 W. Washington Street, Rm. W273
Indianapolis, IN 46204
Phone: (317) 233-6527
Fax: (317) 232-8150
E-mail: lpetercheff@dnr.in.gov

Dorothy Corns
Permit Coordinator
Indiana DNR Division of Fish and Wildlife
402 W. Washington Street, Rm. W273
Indianapolis, IN 46204
Phone (317) 232-4102
Fax: (317) 232-8150
E-mail: dcorns@dnr.in.gov